

**DeForest Area Joint Community Center Commission
DeForest Area Community and Senior Center
505 N. Main Street, DeForest, WI 53532**

**Regular Commission Meeting Minutes
April 12, 2016
4:00 p.m.**

1. Call to Order

Vice President Bruce Stravinski called the meeting to order.

2. Roll Call

Present:

President Jason Kramar

Vice President Bruce Stravinski

Treasurer Connie Tenjum

Secretary Lonnie Breggeman

Commissioners: Marian Drake; Jane Henze; Jim Johnston; Myra Josephson; Robert Pulvermacher

Also present:

Executive Director/Ex-Officio Officer Linda Green

Associate Director Barb Cooper

3. Pledge of Allegiance

Pledge of Allegiance was led by Commissioner Robert Pulvermacher.

4. Announcements

The Center's Volunteer Appreciation event is Friday, April 15, 2016.

5. Consent Agenda

a. Approval of March 8, 2016 Meeting Minutes

b. Bills/Invoices

Commissioner Marian Drake made a motion to approve the consent agenda items.

Commissioner Jane Henze seconded the motion and the motion passed unanimously.

6. Appearances before the Commission

None

7. Financial

a. Financial Reports

The Commission reviewed and discussed the updated budget comparison and balance sheet detail reports for March. Secretary Lonnie Breggeman made a motion to approve the financial reports. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.

b. Fund Transfer

None

c. Budget Amendments

The Commission reviewed and discussed the draft amended 2015 DeForest Area Community and Senior Center budget. Commissioner Jane Henze made a motion to approve the Budget Amendments as presented. Commissioner Myra Josephson seconded the motion and the motion passed unanimously.

8. Old Business

None

9. New Business

a. Amend Lease

The Commission reviewed and discussed the lease amended to include the new parcel number. Commissioner Robert Pulvermacher made a motion to approve the Lease. Secretary Lonnie Breggeman seconded the motion and the motion passed unanimously. The lease was signed by President Jason Kramar and Vice President Bruce Stravinski.

b. Vacant Lot Next Steps

The Commission reviewed and discussed the proposals to restore the adjacent vacant lot. Secretary Lonnie Breggeman made a motion to accept the bid submitted by the current landscape service provider. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.

c. Fire Protection 5-year Inspection Proposal

The Commission reviewed and discussed the proposal for 5-year Fire Protection Inspections. Commissioner Jim Johnston made a motion to approve the proposal submitted by the current service provider. Secretary Lonnie Breggeman seconded the motion and the motion passed unanimously.

10. Reports

a. President's Report

President Jason Kramar thanked the Center for the media event announcing Little Potato Company coming to DeForest. The Village has had public sessions for feedback about the Village Hall plans.

b. Executive Director's Report

- The replacement fitness equipment arrived and was installed in the Exercise Room.
- The parking arrangement with our neighbor was renewed for six months.
- The intern who has worked at the Center for two years is leaving May 26.
- The part-time Case Manager resigned and position is now open.
- My Meal, My Way continues to be a success. Linda will present information about the program at the State Conference in September.
- Natalie Raemisch will attend a meeting about Dementia Friendly communities next week.
- Linda will be out of the office April 18-26.
- Survey results were included in the board packets for Case Management, Nutrition and Programs/Activities. The results were positive.
- A draft 2016-19 Staff Plan was handed out with cost estimates as requested. There were various options included. The plan was discussed and initial feedback was provided.

c. Committee Reports

a. Accreditation

Commissioner Jane Henze reported the next committee meeting is April 13. The review date is June 17, 2016. Sixteen chapters have been reviewed. A sample resolution commending the Center for re-accreditation was e-mailed to the municipal representatives.

b. Exploratory Committee

None

11. Communication

a. Municipalities

- Town of Vienna – Town Clerk, Shawn Haney is retiring on April 19.
- Village of Windsor is meeting with Vienna regarding boundary agreements on April 14.

12. Any Other Business That Lawfully Comes Before the Commission

None

13. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday May 10, 2016 at 4:00 p.m.

14. Adjournment

Secretary Lonnie Breggeman made a motion to adjourn the meeting. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.